

MAP DIVISION

Research and Analysis Branch
Office of Strategic Services

OFFICE PROCEDURES

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Subject: Reruns of OSS Maps

1. General Responsibility

It shall be the general responsibility of the Cartography Section to see that the following provisions are carried out. After the assignment of a rerun to the Senior Cartographer, it shall be his duty to know the status of the job until it reaches reproduction.

2. Requests for Reruns

A request for a rerun, regardless of its purpose or source, shall be referred to the Chief of the Cartography Section. If approved by him, he will refer the rerun job to the Compilation and Construction Chiefs, who will decide upon the category in which to place the rerun as follows:

Type A - minor or no changes
Type B - major changes

After the decision of type is reached, the Compilation Unit Chief will assign the rerun job to a Senior Cartographer.

3. Processing of Original and/or Negative - Type A

The Senior Cartographer in charge shall obtain the original and/or negative. He, in conference with the Compilation Chief, will either:

- a. Approve it for rerun.
- b. Make minor changes in spelling.

After a decision is reached regarding compilation, the Senior Cartographer will, in conference with the Construction Chief:

- a. Approve it for rerun.
- b. Request changes in design, drafting, etc., as authorized by the Construction Chief.

4. Processing of Original and/or Negative - Type B

If major changes are necessary, the rerun will be treated as a new map request except for Section 5, Item c.

5. Border Type

- a. If there are no data or spelling changes on the original and/or negative, the border type remains unchanged.
- b. If minor changes in spelling or minor changes in data are made, the following will be authorized by the Senior Cartographer:
 - (1) Addition of First Revision -- Data in lower case italics in upper left corner following Provisional Edition.
 - (2) Second and third revisions are correspondingly handled.
- c. If major changes in the data are made (Superseded Map Number) is placed immediately after the new map number.
- d. If b or c above is done, memorandums outlining the changes are sent by the Senior Cartographer to the Records Sub-unit for the map jacket, etc., and to the Library Sub-unit for cataloging changes.
6. Adequate records of the processing of reruns will be kept by the persons concerned.

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Chief, Map Division